

Carolina Dunes Association, Inc
2020 Annual Meeting
April 11, 2020

1. Town of Duck update (Chris Layton)
 - a. COVID-19 issues
 - b. Alternatives to improve beach access with steep slope on east side of dune line
 - c. Beach nourishment plan & timeframe
 - d. Lifeguard stations at Sprigtail & Widgeon
 - e. Duck/CAMA Land Usage Plan update
 - f. Spring bulk pickup schedule change
 - g. Other topics
2. Election of Officers/Board Members
 - a. Ron Blunck (Pres)
 - b. Bob Queen (VP)
 - c. Chris Blunck (Treasurer)
 - d. Andrew Blunck (Secretary & CDA Webmaster)
 - e. Vicki Hatch (Board Member)
 - f. Jeff Krial (Board Member)
 - g. Cindy Ahrens (Board Member)
 - h. Bruce Martin (Board Member)
 - i. Debbie Litman (Board Member)
 - j. Jay Levy (Board Member)
 - k. Mona Nashid (Board Member)
 - l. Other nominations from the floor
3. Financial review (Christopher Blunck)
 - a. 2020 Income Statement & Balance Sheet
 - b. 2020 Reserve Exhibit
 - c. 2020 Budget
4. Year in review
 - a. Owner survey questions:
 - i. Use of old Christmas trees to trap sand at toe of dune.
 1. Good idea?
 2. Bad idea?
 - ii. Steep grade on east side of dune line makes beach access difficult for some people. Alternatives:
 1. Wooden steps?
 2. Post with rope or hardened handrails?
 3. Bobcat a lower slope at each access point (community & private)?
 4. Mats?
 5. Other?

Financial Summary

- Historical data and the investment in tomorrow

Year	Revenue	Expense	Net Income	EOY Cash Balance	Capitalized Equipment
2012	\$ 28,352	\$ 20,689	\$ 7,662	\$ 34,624	\$ 0
2013	\$ 23,278	\$ 20,973	\$ 2,305	\$ 33,900	\$ 10,385
2014	\$ 24,278	\$ 11,988	\$ 12,269	\$ 26,230	\$ 32,702
2015	\$ 24,552	\$ 20,016	\$ 4,536	\$ 26,172	\$ 29,990
2016	\$ 23,900	\$ 7,961	\$ 15,942	\$ 42,736	\$ 29,990
2017	\$ 24,039	\$ 7,302	\$ 16,737	\$ 59,472	\$ 33,796
2018	\$ 23,631	\$ 12,744	\$ 10,887	\$ 48,753	\$ 51,366
2019	\$ 24,581	\$ 12,405	\$ 4,697	\$ 46,911	\$ 57,906

Capital Expenditures Performed in 2019

Year	Description	Cost	Total Cost
2019	Sound Well	\$ 4,800	\$ 4,800
2019	Sound Carpentry (for Well and Electrical)	\$ 1,765	\$ 6,565
2019	Sprigtail Storage Shed	\$ 7,453	\$ 14,018

Capital Expenditures Planned in 2020

Year	Description	Cost	Total Cost
2020	Sound Electrical Service	\$ 4,500	\$ 4,500
2020	Sound Irrigation	\$ 7,500	\$ 12,000

Carolina Dunes Association
Statement of Operations & Budget
As of: 2/6/2020

Operations & Budget	2019 Actual	2020 Actual	2020 Budget	2020 Variance	2020 Favorable or Unfavorable
Income					
Owner Dues	\$ 24,432	\$ -	\$ 22,500	\$ (22,500)	U
Interest & Dividend Income	\$ 148	\$ -	\$ -	\$ -	
Total Income	<u>\$ 24,580</u>	<u>\$ -</u>	<u>\$ 22,500</u>	<u>\$ (22,500)</u>	U
Expenses					
Administrative	\$ -	\$ -	\$ 50	\$ (50)	F
Bank Service Charge	\$ -	\$ -	\$ -	\$ -	F
Charitable Donations	\$ 200	\$ -	\$ 200	\$ (200)	F
General Insurance (GL, D&O)	\$ 2,227	\$ -	\$ 2,500	\$ (2,500)	F
Landscape Expense	\$ 5,722	\$ -	\$ 5,000	\$ (5,000)	F
Legal & Professional Expense	\$ -	\$ -	\$ 500	\$ (500)	F
HOA Management Company Fee	\$ -	\$ -	\$ 6,000	\$ (6,000)	F
Miscellaneous	\$ -	\$ -	\$ 500	\$ (500)	F
Online Services	\$ -	\$ -	\$ 250	\$ (250)	F
Overhead (Annual Meeting)	\$ 369	\$ -	\$ 500	\$ (500)	F
Postage	\$ -	\$ -	\$ 100	\$ (100)	F
Repairs & Maintenance	\$ 2,608	\$ -	\$ 2,500	\$ (2,500)	F
Supplies	\$ 61	\$ -	\$ 250	\$ (250)	F
Taxes	\$ -	\$ -	\$ -	\$ -	F
Utilities	\$ 961	\$ -	\$ 1,000	\$ (1,000)	F
Total Expenses	<u>\$ 12,148</u>	<u>\$ -</u>	<u>\$ 19,350</u>	<u>\$ 19,350</u>	F
Operating Surplus (Deficit)	<u>\$ 12,432</u>	<u>\$ -</u>	<u>\$ 3,150</u>	<u>\$ 3,150</u>	F

Reserve Fund Analysis

Beginning Reserve January 1, 2020	\$ 46,911
Operating Surplus (Deficit)	\$ 3,150
Capital Improvements in Current Year	\$ (11,700)
Ending Reserve December 31, 2020	\$ 38,361

Carolina Dunes Association
Summary of Future Reserve Requirements
2/6/2020

Description	Current Year	Acquisition Year	Initial Estimated Total Life in Years	Estimated Remaining Life in Years	Calculated Replacement Year	Current Year Replacement Cost	Assumed Inflation Rate per Year	Projected Replacement Cost	Current Year Reserve Contribution as of Dec 2020	Reserve Requirement Accumulation Factor (%)	Reserve Requirement Accumulation Amt as of Dec 2020	
Existing Equipment												
Southern Sign & Lights	2020	2014	10	1	2021	\$ 5,000	3%	\$ 5,150	\$ 515	85.7%	\$ 4,414	
Northern Sign	2020	2014	10	3	2023	\$ 4,000	3%	\$ 4,371	\$ 437	66.7%	\$ 2,914	
Sound Lot Pier Pilings	2020	2014	25	19	2039	\$ 20,000	3%	\$ 35,070	\$ 1,403	24.0%	\$ 8,417	
Sound Lot Pier Decking and Handrails	2020	2014	10	4	2024	\$ 10,000	3%	\$ 11,255	\$ 1,126	60.0%	\$ 6,753	
Sound Lot Benches	2020	2013	5	1	2021	\$ 2,000	3%	\$ 2,060	\$ 412	87.5%	\$ 1,803	
Sound Lot Well	2020	2019	15	14	2034	\$ 5,000	3%	\$ 7,563	\$ 504	6.7%	\$ 504	
Sound Lot Utility Area	2020	2019	15	14	2034	\$ 2,000	3%	\$ 3,025	\$ 202	6.7%	\$ 202	
Sound Lot Irrigation	2020	2020	10	9	2029	\$ 8,000	3%	\$ 10,438	\$ 1,044	0.0%	\$ -	
Northern Ocean Access Walkway	2020	2018	10	8	2028	\$ 15,000	3%	\$ 19,002	\$ 1,900	20.0%	\$ 3,800	
Northern Ocean Access Benches 1G	2020	2013	5	2	2022	\$ 2,500	3%	\$ 2,652	\$ 530	77.8%	\$ 2,063	
Northern Ocean Access Benches 2G	2020	2018	5	4	2024	\$ 2,500	3%	\$ 2,814	\$ 563	33.3%	\$ 938	
Middle Ocean Access Walkway	2020	2015	10	5	2025	\$ 15,000	3%	\$ 17,389	\$ 1,739	50.0%	\$ 8,695	
Middle Ocean Access Benches 1G	2020	2015	5	1	2021	\$ 3,000	3%	\$ 3,090	\$ 618	83.3%	\$ 2,575	
Middle Ocean Access Bike Rack and Trash	2020	2015	5	3	2023	\$ 1,000	3%	\$ 1,093	\$ 219	62.5%	\$ 683	
Southern Ocean Access Walkway	2020	2018	10	8	2028	\$ 15,000	3%	\$ 19,002	\$ 1,900	20.0%	\$ 3,800	
Southern Ocean Access Benches 1G	2020	2013	5	1	2021	\$ 2,500	3%	\$ 2,575	\$ 515	87.5%	\$ 2,253	
Southern Ocean Access Benches 2G	2020	2018	5	3	2023	\$ 2,500	3%	\$ 2,732	\$ 546	40.0%	\$ 1,093	
Sprigtail Lifeguard Parking	2020	2018	5	3	2023	\$ 6,000	3%	\$ 6,556	\$ 1,311	40.0%	\$ 2,623	
Sprigtail Lot Storage Shed	2020	2019	15	14	2034	\$ 8,000	3%	\$ 12,101	\$ 807	6.7%	\$ 807	
						\$ 129,000		\$ 167,937	\$ 16,290		\$ 54,336	

Carolina Dunes Association
5-Year Rolling Reserve Fund Projections
2/6/2020

Date	Item	Amount	Running Balance	Reserve Balance Pacing Requirement	Reserve Balance Variance	Assumptions
1/1/20	Reserve balance	46,911	\$ 46,911	\$ 54,336	\$ (7,425)	
2020	Unanticipated repairs	-2,500	\$ 44,411			
2020	Soundlot Improvements (Irrigation, Electricity)	11,700	\$ 56,111			
2020	New reserve funds from dues	3,150	\$ 59,261	\$ 70,626	\$ (11,365)	
2021	Unanticipated repairs	-2,500	\$ 56,761			
2021	Southern Sign Lot (Sign & Lights) Refresh	-5,150	\$ 51,611			
2021	Sound Lot Bench Refresh	-2,060	\$ 49,551			
2021	Middle Ocean Access Bench Refresh 1G	-3,090	\$ 46,461			
2021	Southern Ocean Access Bench Refresh 1G	-2,575	\$ 43,886			
2021	New reserve funds from dues	3,150	\$ 47,036	\$ 71,965	\$ (24,929)	
2022	Unanticipated repairs	-2,500	\$ 44,536			
2022	Northern Ocean Access Bench Refresh 1G	-2,652	\$ 41,884			
2022	Sound Lot Walkway	-10,000	\$ 31,884			
2022	New reserve funds from dues	3,150	\$ 35,034	\$ 83,526	\$ (48,492)	
2023	Unanticipated repairs	-2,500	\$ 32,534			
2023	Sprigtail Improvements (Pilings)	-6,000	\$ 26,534			
2023	Southern Ocean Access Bench Refresh 2G	-2,732	\$ 23,802			
2023	New reserve funds from dues	3,150	\$ 29,684	\$ 95,008	\$ (65,324)	
2024	Unanticipated repairs	-2,500	\$ 27,184			
2024	Northern Sign Refresh	-4,371	\$ 22,813			
2024	Sound Lot Pier Decking and Handrails Refresh	-11,255	\$ 11,558			
2024	Northern Ocean Access Bench Refresh 2G	-2,814	\$ 8,744			
2024	Sprigtail Lifeguard Parking Refresh	-6,556	\$ 2,188			
2024	New reserve funds from dues	3,150	\$ 5,338	\$ 84,226	\$ (78,888)	
2025	Unanticipated repairs	-2,500	\$ 2,838			
2025	Middle Ocean Access Walkway Refresh	-17,389	\$ (14,551)			
2025	Middle Ocean Access Bike Rack and Trash Refresh	-1,093	\$ (15,644)			
2025	New reserve funds from dues	3,150	\$ (12,494)	\$ 65,744	\$ (78,238)	

Balance Sheet 12/31/2019

Assets

Assets

Capitalized Assets

Equipment \$57,906.31

Real Estate \$601,400.00

Financial Assets

Charles Schwab \$46,911.06

Total Assets **\$706,217.37**

Liabilities

Total Liabilities **\$0.00**

Equity

Equity

Opening Balances \$655,861.53

Retained Earnings **\$50,355.84**

Total Equity **\$706,217.37**

Total Liabilities & Equity **\$706,217.37**

Income Statement For Period Covering 01/01/2019 to 12/31/2019

Revenues

Income

Dues \$24,432.50

Interest \$148.50

Total Revenue **\$24,581.00**

Expenses

Expenses

Operations

Charitable Donations \$200.00

Depreciation \$7,478.05

Insurance \$2,227.00

Landscaping \$5,722.22

Legal and Professional Services \$200.00

Overhead \$369.36

Postage \$56.00

Repairs \$2,608.07

Supplies \$61.70

Utilities \$961.20

Total Expenses **\$19,883.60**

Net income for Period \$4,697.40

- 6. Leave as is?
- iii. NC12 traffic backup on turnover days. Alternatives:
 - 1. Limit pedestrian crossings on NC12?
 - 2. Other?
 - 3. Leave as is?
- iv. Limit repeating email traffic on CDA Listserv.
 - Alternatives:
 - 1. Let webmaster (Andrew Blunck) monitor the email traffic and close down the traffic if that becomes necessary?
 - 2. Leave as is?
- b. Beach nourishment planning.
- c. Rodent issues.
- d. Midge issues.
- e. Landscaping of common elements (on-going)
- f. Maintenance of three ocean access paths (on-going)
 - i. Added foot and head shower on middle access walkway. Thank-you Vickie and Joe Hatch for letting us connect these showers to your irrigation well.
- g. Maintenance of sound lot pier & benches (on-going)
 - i. Added wood structure near road right-of-way to house electric power meter and circuit breaker box.
 - ii. Added 2nd wood structure and well (with submersible pump) for new lawn irrigation system.
 - iii. Added foot and head shower near pier.
 - iv. Added 3rd small wood structure for subpanel box and power plug near the benches.
 - v. Spread grass seed and planted zoysia plugs.
 - vi. Installed 2 umbrella holders on 'T' of the pier.
 - vii. Removed 2 diseased trees by pier. Thank-you Bob Queen for helping with this.
 - viii. Performed general tree trimming.
 - ix. Cleared and planted along the northern border. Thank-you Mona Nashid for doing this.
- h. Maintenance of community lot on Sprigtail (on-going)
 - i. Constructed storage shed for CDA trash containers, equipment, tools and other items so CDA doesn't have to store these items on private properties. Thank-you John Mann for helping paint the shed.
 - ii. Finished clearing the lot and bush hogged it to control rodents and natural growth.
 - iii. Contracted with the CDA vendor to mow the lot several times during the season.

- iv. Maintained the 4 parking places, the golf cart & wagon parking spot and the bike rack.
 - i. Maintenance of community signs on NC 12 (on-going)
 - i. Added white rock under the sign.
 - ii. Water-proofed the electrical boxes to reduce GFCI tripping. Thank-you Jeff Krial for working on this several times.
 - iii. Installed seasonal decorations. Thank-you Cindy and Todd Ahrens for your efforts in decorating the sign and weeding the garden area.
 - j. Coordination with the Town on issues
 - i. Added a 2nd life guard station near the Widgeon access walkway.
 - ii. Spring bulk trash pick-up. The Friday, April 17th pick-up date has been postponed. It will be rescheduled.
 - iii. Trash collection
 - 1. Seasonal: May 1 through Sep 30
 - a. Mondays and Fridays
 - 2. Off-Season: Oct 1 through Apr 30
 - a. Regular trash – Mondays
 - b. Recycle trash – 1st and 3rd Mondays of each month
 - iv. No-parking enforcement
 - v. Life guard parking & extra service
 - 1. Call the Town (252-255-1234) to request life guard assistance getting to/from the beach for people with mobility limitations
 - vi. Yard debris left on street shoulders
 - vii. Green street sign maintenance
 - viii. Brown EMS signs at bottom of ocean access steps
 - ix. Replacement of blue markers on street by fire hydrants
 - x. Brown house # signs (new & replacement)
 - 1. Nicole Martin (nmartin@townofduck.com) at the Fire Dept
 - k. Straightening street signs
 - l. Trim brush around street signs
 - m. Coordination with NCDOT
 - i. Bush hogging street shoulders
 - ii. Other street issues
5. Replacement trash containers
- a. Trash containers (Waste Mgt: 800-877-7531, \$65 each plus delivery charge)

- i. Note: The Town may provide free replacement containers. Call them and ask.
 - b. Recycle containers (Town: 252-255-1234, free)
- 6. Summer tips
 - a. Instructions for guests/renters
 - i. Ocean and sound access points
 - ii. Trash & recycle collections
 - iii. No fireworks
 - iv. BBQ grills
 - v. Turn off exterior spot lights after 10 PM
 - vi. Limit outdoor speaker volume, especially after 10 PM
- 7. Duck Police special services
 - a. Non-911 emergency # for absentee owners: 252-599-1057
 - b. @DuckOBX twitter account for police information
 - c. House checks
 - d. Making inventory videos
 - e. Parking enforcement (complaint driven)
 - f. Nicole Martin (nmartin@townofduck.com) at the Police Dept
- 8. CDA Insurance
 - a. Liability Policy
 - b. D&O Policy
- 9. Communications
 - a. Email communications
 - b. CDA directories
 - c. CDA listserv
 - d. CDA website (www.carolinadunes.org)
 - e. New owner welcome letters
 - f. EMS street signs at ocean access points
 - g. Bulk trash collection in Spring & Fall
 - h. Storm status
- 10.2020 Census for secondary homes and rental properties
- 11. Other topics?